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LEGAL ASSISTANCE OFFICE - General Info

- **What We Do:** Licensed attorneys and paralegals are available to help you with your personal civil legal issues. All of our services are free.
- **Where We Fit In :** We support IMCOM's "Soldier, Family and Civilian Readiness", and "Soldier, Family and Civilian Well-Being" lines of effort by ensuring that our Soldiers, families and deploying civilians receive comprehensive legal support, preparing them for military service, and life in the Fort Belvoir military community.
- **Who We Serve:** Active duty servicemembers, retirees and their dependents, as well as Reservists and civilians preparing for deployments.
- **Contact Us:** 9910 Lowen Road, Building 702, Fort Belvoir, VA 22060-5593 / Telephone: (703) 805-2856 FAX: (703) 805-32655-xxxx



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POWERS OF ATTORNEY AND NOTARY SERVICES

- **Generally:** Preparation of powers of attorney and provision of notary public services are provided in our office from 0800 to 1600 on duty days. We do not close for lunch.
- **No Appointment Needed :** Simply come to our office with your documents and identification, and we will gladly provide notarizations, certified true copies, affidavits, and whatever powers of attorney you may require.
- **Please Note:** We may not make certified copies of documents that are not "originals". Normally, this includes birth and death certificates, since the original record is retained by a state agency. In order to obtain certified copies of these records, you should contact the agency or court that issued the original record.

- **Power of Attorney Advisory:**

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CASE TYPES

- **Wills and Estate Planning:** Estate planning usually requires one appointment. Prior to your meeting with our staff, you should take time to carefully read and complete the attached PDF-fillable will worksheet. Please bring this document with you to your appointment. For substantive information on wills and estate planning, please see our Library page.



Will Worksheet:

- **Family Law Matters:** Our attorneys provide comprehensive legal support to our clients in separation and divorce cases. Such representation includes the preparation of separation agreements as well as the court documents necessary to file for and obtain an uncontested divorce in Virginia. We also assist with step-parent adoptions and provide advice on matters adjudicated before the Juvenile and Domestic Relations Court.
- **Other Cases:** We also provide support in landlord-tenant matters, SCRA cases, immigration and naturalization, military administrative, and other types of cases.

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APPOINTMENTS

- **Attorney Consultations:** Are provided by appointment only. You may schedule an appointment in person in our office, or by calling **(703) 805-2856** as provided below.
- **Anyone Preparing for Deployment:** Should immediately contact our office and inform our staff of their status. Our office will ensure that all those persons preparing for deployment will receive immediate and comprehensive support.
- **Active Duty Soldiers:** May also schedule appointments on any day of the week. Please call our front desk and inform our staff of your status. You will be provided an immediate appointment.
- **All Other Persons:** Who desire to schedule appointments with an attorney should call our front desk, or visit our office Wednesday morning at 0800 hours to schedule an appointment for the following week.
- **Client Check-In Documents:**

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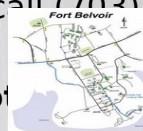
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TAX CENTER

- **Location / Map:** The Tax Center is located at the Fort Belvoir Community Center, adjacent to Pence Gate. For appointments, call (703) 805-8471.



Map and Photo

- **Dates and Times of Operation:** Our tax center traditionally opens on 1 February, and closes on 1 May. Please call the number above for more detailed information.
- **Services Provided:** Electronic preparation and filing of state and Federal income taxes. We will prepare the following types of returns: IRS Forms 1040, 1040A, and 1040EZ / All State Returns / Combat Exclusion Pay Returns / Two (2) or Less Rental Incomes (Schedule E) / Schedule C (short form) / LLC and Sole Proprietorship Relating to Child Care / Past year returns / 1099C / Cancellation of Debt.
- **What to Bring to your Appointment:**



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